

California Department of Education
**Application for Appointment to the Visual and Performing Arts
Instructional Materials Advisory Panel (IMAP)
Follow-Up Adoption 2003**

What is the role of a Visual and Performing Arts Instructional Materials Advisory Panel (IMAP) member?

The Curriculum Development and Supplemental Materials Commission (Curriculum Commission) serves as an advisory body to the California State Board of Education (State Board) and appoints a panel of reviewers to study and recommend high quality instructional materials for use in grades K-8. Instructional Materials Advisory Panel (IMAP) members play a significant role in the instructional materials adoption process. IMAP members review instructional materials according to State Board-adopted criteria, and ensure that the materials are in alignment with the *Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grade Twelve* (1996). IMAP members decide whether to recommend instructional materials to the Curriculum Commission for adoption by the State Board.

What are the important dates?

Individuals appointed to the IMAP will participate in three days of IMAP training and publisher presentations on April 2-4, 2003, and in four days of deliberations on July 13-16, 2003. Both the training and deliberations will be held in the Sacramento area. Each IMAP member will conduct an independent review of all the instructional materials submitted for adoption between April 2003 and July 2003, and will deliberate with other members to determine whether the materials meet the state adopted criteria and framework. The IMAP panel will produce a report that will be submitted to the Curriculum Commission.

Application Instructions

Completed applications must be received by Friday, August 16, 2002.

The complete application must be mailed to:

Curriculum Frameworks & Instructional Resources Office
California Department of Education
P.O. Box 944272
Sacramento, California 94244-2720
Attn: Olga C. Uribe
FAX (916) 319-0172

(Please note: Original signatures are required. If the application is faxed, the original must follow by mail. Incomplete or late applications will not be considered. Emailed applications will not be accepted.)

A completed application includes:

- Application Parts I-V with required signatures and signed disclosure statement
- Additional pages in answer to the written response questions (part III), if necessary
- Applicant's abbreviated curriculum vitae/resume (2-3 pages)

Questions?

If you have any questions regarding the application packet, please contact Olga C. Uribe, Education Programs Consultant in the Curriculum Frameworks & Instructional Resources Office (CFIR) at (916) 319-0452, (ouribe@cde.ca.gov).

Music Dance Art Theatre

Academic Preparation. Please list degrees and date earned, universities/colleges, and major(s).

Briefly describe your current (or most recent) responsibilities. If you are a classroom teacher, include the classes you are currently teaching and the grade level(s).

Previous Experience. Have you served as an IMAP (previously IREP) previously? If so, when? Have you had recent experience with a formal process involving instructional materials review or adoption?

Indicate below language(s) other than English in which you are academically fluent:

Language: _____ Speak _____ Read _____ Write _____

Language: _____ Speak _____ Read _____ Write _____

The following information is optional but would be helpful to ensure that the advisory body has balanced representation. (Government Code Sections 11140-11141).

<input type="checkbox"/> Asian	<input type="checkbox"/> Native American	<input type="checkbox"/> Male
<input type="checkbox"/> African American	<input type="checkbox"/> Pacific Islander	<input type="checkbox"/> Female
<input type="checkbox"/> Filipino	<input type="checkbox"/> White	<input type="checkbox"/> Decline to state
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other (specify)	

Part II – Acknowledgements

Participation on an IMAP is a tremendous professional opportunity and responsibility. It represents a significant commitment of time and personal energy. However, under state law, only appointees' necessary travel expenses and per diem (i.e., lodging, meals, and incidental expenses) are reimbursable within prescribed limits. Individual stipends and employer reimbursements for substitute personnel are NOT available. In acknowledgment of the commitment and the financial limitations, the following signatures are required.

Applicant's Acknowledgment	
<p>I understand that this application becomes public information when submitted. I also understand that serving as a member of an IMAP is demanding in terms of time and personal energy for a period of about three months. (Please see Attachment B for specific dates). I expressly recognize that, if appointed as a IMAP member, I must:</p> <ul style="list-style-type: none"> ➤ Participate in training on responsibilities and procedures of the Instructional Materials Advisory Panel and listen to presentations by publishers submitting materials for adoption consideration, April 2-4, 2003, in Sacramento. ➤ Expect to spend a substantial amount of time conducting my independent review of the materials submitted for consideration as assigned to me; and ➤ Participate in the IMAP deliberations, July 13-16, 2003, in Sacramento. 	
Printed Name of Applicant	
Signature of Applicant	Date

Supervisor's/Employer's Acknowledgment (Optional for college or university level)			
<ul style="list-style-type: none"> ➤ We understand that the evaluation of instructional materials is personally and professionally demanding. ➤ We have read the information provided above concerning the Visual and Performing Arts IMAP process. To the extent that we have any questions, they have been answered. ➤ We believe this applicant is knowledgeable, creative, flexible, responsible, and capable of contributing meaningfully and constructively in this evaluation process. ➤ We believe this applicant works well with others. ➤ We recommend this applicant for appointment to an IMAP. ➤ If this applicant is appointed to the Visual and Performing Arts IMAP, <i>our organization will provide release time and other support as mutually agreed to by the organization and the applicant in order to facilitate the applicant's participation.</i> 			
Printed Name of Immediate Supervisor (e.g. School Principal)		Printed Name of Authorized Employer Representative (e.g. District Superintendent)	
Signature of Immediate Supervisor	Date	Signature of Authorized Employer Representative	Date

Part III – Short Written Response Questions

Please address each of the following questions thoughtfully and concisely. You may use additional sheets if necessary, but you are encouraged to fit your answer into the space provided.

1. Briefly summarize in a few paragraphs the key ideas and philosophy of the California *Visual and Performing Arts Framework for California Public Schools, Kindergarten through Grade Twelve* (1996), including the evaluation criteria contained within the Framework.

2. Describe a visual and performing arts program that you have been involved with. Also, discuss your experience in implementing and/or evaluating such a program.

3. Explain why you would like to serve as an IMAP member and how your academic and professional background, preparation, and experience qualify you for this task.

Part IV - Professional References

Professional References: Please list three professional references. These should be people unrelated to you who are familiar with your work, background, and talents.

1. Reference's Name	Position	
Address	Phone Number	
City	State	Zip Code

2. Reference's Name	Position	
Address	Phone Number	
City	State	Zip Code

3. Reference's Name	Position	
Address	Phone Number	
City	State	Zip Code

Letter(s) of Recommendation: Letters of recommendation may be attached, but are not required.

Part V

State of California
State Board of Education
Advisory Body Disclosure Statement

		()	()
First Name	Last Name	Home Phone	Business Phone

Street Address	City	State	Zip

Your answers below will serve as the disclosure of certain information required by California Code of Regulations, Title 5, Division 1, Chapter 20, Subchapter 5, State Board of Education—Conflict of Interest Code, §18600, General Provisions.

According to the State Board of Education Conflict of Interest Code (Attachment A), instructional materials evaluation panel members are considered to be in Disclosure Category I. This requires disclosure of “investments, business positions, and income to the extent that they know or have reason to know that the business entity in which the investment or business position is held or the source of income is a publishers, manufacturer, or vendor of instructional materials, or services offered to educational institutions in the State of California.” Such evaluators are also required to disclose investments, positions of management, and/or income from any private school in the State of California. Applicants accepted for service on a CRP or IMAP will be required to fill out a FPPC Form 700, Statement of Economic Interests, disclosing any investments/income in these categories.

Your candid and complete answers to the following questions will assist in determining your eligibility for appointment if any questions arise.

1. Are you, or your spouse, currently employed by or currently under contract to any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?

___ Yes ___ No ___ Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. Include when the employment or contract began and ended.

2. Have you, or your spouse, ever been employed by or had any other kind of contractual relationship with any person, firm, or organization that has submitted or is likely to submit instructional materials for adoption in the State of California?

___ Yes ___ No ___ Uncertain

If Yes, or Uncertain, please explain and provide as much detail as possible. Include when the employment or contract began and ended.

3. Do you, or your spouse, expect to receive any royalty payments from any publishers, previous publications, or standby consulting during the period from April 2002 through April 2003?

☐ Yes ☐ No ☐ Uncertain

If Yes, or Uncertain, please explain and provide as much detail as possible. Include when you or your spouse received or will receive payment.

4. Were you, or your spouse, within the past year, an author, contributor, editor of (or consultant on) any textbook, other curriculum material, or project proposal that is likely to be submitted for the 2003 History-Social Science, Visual and Performing Arts, or Science Follow Up adoption?

☐ Yes ☐ No ☐ Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible.

5. Have you, or your spouse, received compensation within the last year, or do you expect to receive compensation, or do you have, or did you have within the last year, any other kind of contractual relationship with any organization which is either a subsidiary, parent organization, or "sister organization" of any entity that has submitted or will submit instructional material for adoption in the State of California?

☐ Yes ☐ No ☐ Uncertain

If Yes or Uncertain, please explain and provide as much detail as possible. Please include when you or your spouse received or will receive any compensation and the dates when the contractual relationship began and ended.

Signature

Date

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